

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

September 1, 2010

**SUBJECT:** DEPARTMENT QUALIFICATION SCHEDULE - REVISED

**EFFECTIVE:** AUGUST 1, 2010

**PURPOSE:** The Department has the responsibility to ensure that all officers, reserve police officers, and security officers maintain their shooting proficiency and use sound judgment regarding the use of lethal force.

This Order revises the current qualification schedule to implement two-month qualification cycles and to include qualification using the Force Options Simulator (FOS) and "live-fire" divisional training. Officers will no longer be exempt from qualification requirements due to vacation.

**PROCEDURE:**

- I. **SHOOTING QUALIFICATION - REVISED.** Department Manual Section 3/258, *Shooting Qualification*, has been revised as follows:

**Lieutenants and Below with Less than 20 Years of Service.**

Sworn personnel of the ranks of lieutenants and below with less than 20 years of service shall qualify during each cycle with their primary duty handguns and during Cycle 1 with their duty shotguns.

**Lieutenants and Below with 20 to 29 Years of Service.**

Lieutenants and below with 20 to 29 years of service shall qualify during Cycle 1 with their duty shotguns, and during Cycles 2 and 5 with their primary duty handguns.

**Captains and Above with Less than 30 Years of Service.**

Sworn personnel of the ranks of captains and above with less than 30 years of service shall qualify during Cycles 2 and 5 with their primary duty handguns and are exempt from shotgun qualification.

**Sworn Personnel with 30 Years or More of Service.**

All sworn employees (regardless of rank) with 30 years or more of service are required to qualify one time per calendar year at their convenience during Cycles 2, 3, 5, or 6. This qualification requirement shall be met with their primary duty handguns and duty ammunition. Sworn personnel with 30 years or more of service are exempt from the required shotgun qualification.

September 1, 2010

**Note:** Years of service applies to the years served with the Department and service with a prior law enforcement agency that the Department has entered into a service contract or hiring agreement.

**Security Officers.** Security officers shall qualify in accordance with the Department's Firearms Qualification Schedule and are exempt from shotgun qualification during Cycle 1. Security officers shall follow the same qualification schedules and protocols as sworn officers.

**Reserve Police Officers.** Level I reserve police officers, Level II reserve police officers, and Armed Level III reserve police officers shall follow the same qualification schedules as full-time sworn officers. The years of service may be cumulative (e.g., if a full-time officer retires after 25 years of active service and serves as a reserve officer for five years, that officer will follow the same qualification requirements as that of a full-time officer with 30 years or more of service). Level III reserve police officers are exempt from the required shotgun qualification.

Each sworn officer, reserve officer, or security officer must present his/her identification card to the range officer prior to qualification.

**The remainder of this section remains unchanged.**

**II. METHOD OF QUALIFICATION - REVISED.** Department Manual Section 3/258.08, *Method of Qualification*, has been revised as follows:

**A. Qualification Cycles.** The new schedule creates two-month periods of qualification that will be referred to as "qualification cycles." The attached schedule provides qualification cycles for all Department personnel. The qualification cycles are as follows:

- \* Cycle 1 - January: Shotgun;
- \* Cycle 2 - February/March: Primary Duty Handgun with Duty Ammunition;
- \* Cycle 3 - April/May: Primary Duty Handgun;
- \* Cycle 4 - June/July: FOS;
- \* Cycle 5 - September/October: Primary Duty Handgun; and,
- \* Cycle 6 - November/December: Primary Duty Handgun.

**Note:** There is no qualification cycle during the month of August.

Officers with odd or even serial numbers may qualify in either month during the designated qualification cycles (e.g., Cycle 3 - April/May).

Officers are required to qualify prior to the last week for qualification Cycles 2, 3, 4, 5 and 6, unless exempted by their commanding officers. The last week for qualification Cycles 2, 3, 4, 5 and 6 are reserved for remediation and for qualifications by officers with approved exemptions.

- B. Force Options Simulator.** The FOS will be used for qualifications during Cycle 4 - June/July. Lieutenants and below with less than 20 years of service **shall** qualify with the FOS.

**Note:** The FOS qualifications will not meet the qualification requirements for officers with 30 years or more of service who are required to qualify only once per year at their convenience with their primary duty handgun and duty ammunition.

- C. "Live-Fire" Divisional Training.** Qualification cycles allow for more flexibility in managing the qualification requirements of personnel within each command. When scheduling the required "live-fire" divisional training, Area or divisional commanding officers shall request approval from the Commanding Officer, Training Division. The approved "live-fire" divisional training can replace the required qualification during Cycles 3, 5 or 6 (e.g., an Area conducts "live-fire" training days in April. With approval, personnel who attend and complete the divisional training would meet the qualification requirements for Cycle 3 - April/May).

**Note:** Personnel who do not qualify during the divisional training must qualify at a Department range.

**The remainder of this section remains unchanged.**

- III. EXEMPTIONS TO REQUIREMENT TO QUALIFY - REVISED.** Department Manual Section 3/258.02, *Exemptions to Requirement to Qualify*, has been revised. The sub-section, *Vacation Exemptions*, shall read as follows:

Officers will no longer be exempt from qualification requirements due to vacation. Exemptions for qualification requirements may be granted for approved extended absences at the discretion of the concerned commanding officer.

**The remainder of this section remains unchanged.**

**IV. AMMUNITION USED FOR QUALIFYING - REVISED AND RENAMED.**

Department Manual Section 3/258.18, *Ammunition Used for Qualifying*, has been revised and renamed as *City-Paid Ammunition Used for Qualifying and Replacement of Ammunition*. This section has been revised as follows:

**A. Ammunition Used During Qualification.** All ammunition used during required qualifications shall be issued by the Department and is new, factory-loaded ammunition. In order to alleviate confusion about ammunition used during qualifications and/or bonus qualifications, ammunition issued by the Department shall be referred to as either "duty" ammunition or "practice" ammunition.

Duty ammunition is authorized by the Department for on-duty use. Practice ammunition is used during qualification cycles or other on-duty shooting approved by the Department.

Reloaded or remanufactured ammunition is not authorized for use in any City-owned handgun or in any other handgun while qualifying on Department ranges or during **any** qualification.

Each officer, reserve officer and security officer shall be entitled to thirty rounds of City-paid ammunition per period for qualification and, if failing to qualify, shall be provided with additional City-paid ammunition necessary to successfully qualify.

Any officer, reserve officer, or security officer who fails to qualify after several attempts may be required to complete remedial firearms training.

**B. Replacement of Ammunition.** All required duty ammunition shall be replaced with new duty ammunition during Cycle 2. Sworn personnel with 30 years or more will receive their new duty ammunition when they qualify with their duty handgun and duty ammunition during Cycles 2, 3, 5 or 6.

**C. Shotgun Ammunition.** All ammunition used during shotgun qualification shall be issued by the Department. Divisional Armorers are responsible for replacing damaged or missing duty shotgun ammunition. Replacement duty shotgun ammunition shall be obtained from the Department Armory.

**V. CITY-PAID AMMUNITION - DELETED.** Department Manual Section 3/258.20, *City-Paid Ammunition*, has been deleted and integrated into Section 3/258.18, *City-Paid Ammunition Used for Qualifying and Replacement of Ammunition*.

**VI. RESPONSIBILITY OF DIVISION COMMANDING OFFICERS - REVISED.** Department Manual Section 3/258.33, *Responsibility of Division Commanding Officers*, has been revised in the sub-section, *Duty Shotgun*, in part, as follows:

Duty shotguns shall be inspected and test-fired during the normal shotgun qualification month of January by officers assigned to an Area/division.

**The remainder of this section remains unchanged.**

**VII. AREA/DIVISION TRAINING COORDINATOR'S RESPONSIBILITY - REVISED.** Department Manual Section 3/258.34, *Area/Division Training Coordinator's Responsibility*, has been revised to amend the responsibility of ensuring that duty shotguns are inspected and test-fired for January only.

**The remainder of this section remains unchanged.**

**VIII. AUTHORIZED WEAPONS AND AMMUNITION - REVISED AND RENAMED.** Department Manual Section 3/610.11, *Authorized Weapons and Ammunition*, has been revised to delete the Exception clause and renamed as *Authorized Handguns and Ammunition*. An excerpt of this section has been revised as follows:

Off-duty officers who carry a concealed handgun pursuant to their employment as a Los Angeles Police Officer shall carry only handguns and ammunition which have been authorized by the Department for on-duty use.

**The remainder of this section remains unchanged.**

**IX. REPLACEMENT OF AMMUNITION - DELETED.** Department Manual Section 3/611.20, *Replacement of Ammunition*, has been deleted and integrated into Section 3/258.18, *City-Paid Ammunition Used for Qualifying and Replacement of Ammunition*.

September 1, 2010

**X. RECORDS AND REPORTS OF DEPARTMENT RANGES - REVISED.**

Department Manual Section 3/258.28, *Records and Reports of Department Ranges*, has been revised as follows:

Shooting scores, including marksmanship scores attained during bonus shootings, are recorded in the Shooting Qualification and Bonus (SQUAB) system. The SQUAB system allows for the issuance of qualification receipts in lieu of qualification cards. The range officer shall enter each officer's information into the SQUAB system. Qualification receipts are issued to officers as records of their qualification. It shall be the responsibility of the person qualifying to obtain the qualification or bonus shooting receipt upon completion of firing and verify the accuracy of the receipt before leaving the range.

**XI. RECEIPT FOR MONTHLY QUALIFICATION - DEACTIVATED.**

Department Manual Section 3/258.38, *Receipt for Monthly Qualification*, has been deleted. The applicable information related to qualification receipts has been integrated into Department Manual Section 3/258.28, *Records and Reports of Department Ranges*.

**AMENDMENTS:** This Order amends Sections 3/258, 3/258.02, 3/258.08, 3/258.20, 3/258.28, 3/258.33, 3/258.34, 3/258.38, and 3/610.11; and deletes Sections 3/258.18, 3/258.38 and 3/611.20 from the Department Manual.

**MONITORING RESPONSIBILITY:** The Commanding Officer, Personnel and Training Bureau, shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

# DEPARTMENT QUALIFICATION SCHEDULE - REVISED

Effective August 1, 2010

Qualification Cycle	Sworn (Lieutenants and Below), Reserve Officers, and Security Officers with Less than 20 Years of Service	Sworn (Lieutenants and Below), Reserve Officers, and Security Officers with 20 to 29 Years of Service	Captains and Above (Less than 30 Years)
1. January	Shotgun (Security Officers and Level III A Reserves are Exempt)	Shotgun (Security Officers and Level III A Reserves are Exempt)	None
2. February/ March	Qualify Duty Ammo	Qualify Duty Ammo	Qualify Duty Ammo
3. April/ May	Qualify Practice Ammo	None	None
4. June/ July	Qualify FOS	None	None
August	None	None	None
5. September/ October	Qualify Practice Ammo	Qualify Practice Ammo	Qualify Practice Ammo
6. November/ December	Qualify Practice Ammo	None	None

\* All sworn employees (regardless of rank), reserve officers, and security officers with **30 years or more of service** are required to qualify one time per calendar year at their convenience during Cycles 2, 3, 5, or 6. This requirement shall be met with their primary duty handgun and duty ammunition.